NOTICE
Revised 9/26/2005

New Process for Reimbursement of NIH Peer Reviewers

A new system will be implemented to reimburse reviewers who participate in peer review meetings at NIH that take place after September 30, 2005. This new system will ensure that expenses you incur in serving as a peer reviewer will be reimbursed at a comparable level to what is now reimbursed. You will no longer be required to submit vouchers and receipts for your usual expenses. *Please note that this document is 9 pages long.*

Under the new system NIH is required to use, all peer reviewers must register with the U.S. Treasury Central Contractor Registration (CCR). This is a secure, federally controlled database for all non-federal persons, companies, or other entities doing business with the Federal government. The CCR will be used to reimburse you for your review meeting related expenses and pay your honorarium through Electronic Funds Transfer (EFT) payments made directly to your bank account. Foreign reviewers without a U.S. bank account will also need to register with the CCR, but will receive a check via mail rather than via direct deposit. Without CCR registration, NIH will be unable to pay you for your reimbursable expenses such as ground transportation and food as well as honorarium.

The CCR database is designed primarily for companies and not individuals. As a reviewer, you will be registering as an individual. Attached are instructions to provide specific guidance to assist you. You are required to register in CCR only once (i.e., registration is not required for every study section meeting), and you will be automatically notified by the system to update your information in the CCR annually. If you have previously registered in CCR, you do not need to register again. There are two essential steps in completing your CCR registration:

STEP 1   Obtain your individual Data Universal Number System (DUNS) number, which is required for CCR registration. This is a quick process that takes only a phone call; the DUNS number is provided at the end of the call or you can obtain this number online and the DUNS number will be emailed to you within hours or, at most, a few days.

STEP 2   Register with the CCR. This process is done electronically via the web. The attached instructions are meant to be helpful to you in sorting out what is required to register as an individual. Should issues arise in this registration process, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or at 269-961-5757 (Internationally).

Thank you for your cooperation in this transition to what will be a more efficient system for reviewer reimbursement and honorarium payment. Please note that most of the questions we have received to date concerning CCR are answered by carefully following the instructions.

There is a frequently asked questions list on the new SREA Transition web site, www.srea.nih.gov. This site provides an opportunity to comment, ask questions, and find answers to questions.

STEP 1
Data Universal Number System (DUNS) Registration

You must have a Dun & Bradstreet (DUNS) number before you can complete your Central Contractor Registration (CCR). This step takes between five and ten minutes.

You can apply via telephone by calling 1-866-705-5711. You will receive your DUNS number at the end of the phone call. Please note, you must make the call; your assistant cannot call for you.

IMPORTANT: if you call, ask that your contact information be removed from their marketing list. Doing it right there can save you from going back later to do so, and save you from unsolicited marketing phone calls – D&B is a private company. If you use the Internet to obtain the DUNS number, you need to CALL to remove your information; the specific instructions are at the end of this document.

Alternatively, you can apply online at D&B DUNS Request for Prospective Government Contractors & Grantees website at: https://eupdate.dnb.com/requestoptions/government/ccrreg/. You will receive your DUNS number via e-mail within 48 hours and it will be active upon receipt. Online instructions follow; bolded items indicate information you must enter or actions you must take.

Note: Hurricane Katrina has negatively impacted the responsiveness of both the phone service and the Web site for acquiring a DUNS number. If you are placed on hold when calling, we suggest you do not wait more than a few minutes, but call back. The Web site remains a viable option, but is not always available due to the increased load.

Go to the website https://eupdate.dnb.com/requestoptions/government/ccrreg/ and under item 1, "Web Registration," click on the "click here" link.
Select your Country from the pull down menu.
Under "Business Name," enter your name - ***Enter as last name, first name, middle initial.***
   Do not enter your University or other institutional name.
Enter your office address and telephone number and click on "Submit".
   The above information will populate later screens.
Click on "Request a New D-U-N-S Number".
   Important: Keep this information. You will need to enter the exact format and information for your name and address in the CCR registration process.

COMPANY NAME:
   Legal Name: Name will populate

       Legal Structure: **Select Proprietorship**

ORGANIZATION INFORMATION:
       Telephone: Number will populate
       Executive Name: **Enter your name**
       Executive Title: **Select title from pull down menu**
       Primary SIC Code: **Enter 8621**
       Description of Operations: **Enter Grant Reviewer**
       Socioeconomic Date: **Select No Special Ownership Status**
       Number of Employees: **Enter 1**

PHYSICAL ADDRESS: Information will populate.

Click on "SUBMIT YOUR REQUEST"

CONTACT: Enter your Name, Title, Telephone Number, and E-mail

Click on "SUBMIT YOUR REQUEST". This completes your DUNS registration. Please print and save the final data that you have entered, as this will be helpful in the next step of registering with CCR, Step 2.

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Notes:

You are now done with Step 1. Step 2 is the CCR registration.

Please follow all CCR directions carefully as these instructions are customized specifically for NIH reviewers and will help you with the required details. There are four printed pages of detailed directions for CCR registration.

Important: You will need the exact information and format of your name and address as entered in DUNS. Retain that in printed or other accessible form for Step 2. There is a checklist to help you with what is needed for Step 2, which is more involved than the DUNS registration.

DUNS/CCR Security and Privacy Information begins after the instructions for Step 2

-- Printed versions: STEP 2 Instructions Begin on the Next Page --

STEP 2: Central Contractor Registration (CCR)

Access the CCR online registration at http://www.ccr.gov, **click on "Start New Registration"**.

If you collect the necessary information prior to registering, the registration process should take about 30 minutes to complete. You may reference the CCR Handbook on the CCR Homepage at http://www.ccr.gov for additional guidance, including a blank registration template and screen shots. If you need assistance in completing your registration, please contact the CCR Assistance Center at 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally). A list of Frequently Asked Questions also appears on the NIH SREA Transition Web site: www.srea.nih.gov

Checklist for what you will need to prior to beginning CCR registration:
- ☐ **DUNS Number** (see Step 1 to obtain this number)
- ☐ **DUNS format for name and address must be used in CCR (i.e., the exact way you entered this information in DUNS must be used in CCR).**
- ☐ **Social Security Number** (not necessary for foreign reviewers)
- ☐ **Financial Institution Name & Telephone Number:** Federal regulations require Federal payments to be made via Electronic Funds Transfer (EFT) whenever possible. You must have a U.S. bank account to receive your payment. If you do not live in the U.S. and do not have a U.S. bank account, please read **Foreign Registrants** note below.
- ☐ **Bank Routing Number** (this nine-digit number can be found on your checks (not from your checking account deposit slip) in the lower left corner before your account number or you can contact your bank for this information.)
- ☐ **Bank Telephone Number** (main bank phone number will work)
- ☐ **Account Number**
- ☐ **Account Type (checking or savings)**

Foreign Registrants (living outside the U.S.):
If you do not live in the U.S. and do not have a U.S. bank account, a check will be mailed to you at the address entered in the Financial Information Section/Remittance Information section of the CCR. You must have a North Atlantic Treaty Organization Commercial and Governmental Entity (NCAGE) code. To obtain this number, go to the CCR website and click on "Find my CAGE" and then click on the link to "Tips for Companies located outside the U.S." This section will give you information on obtaining an NCAGE number.

You will see a pop-up box **"Note to Registrants" – Click on Continue**
Enter your DUNS Number - *Only type numbers; do not include dashes.* **Click on Submit**
Legal Business Name: **Enter your name (Last name, first name, and middle initial) and your office address, city, state, zip code, and country. Click on Submit**

You will be taken to a screen that compares your name and address just entered with that entered

for your DUNS number. You will be asked to confirm that the Dun and Bradstreet information is correct. Clicking Yes will take you to a screen that provides you with a CCR confirmation number.

IMPORTANT: Record the CCR Confirmation Number. If you cannot complete your CCR registration in one session, click "validate/save" to save an incomplete registration. To resume registration both your DUNS number and this confirmation number will be required. Your confirmation number also may be needed later to finalize CCR registration, which involves obtaining the final password, which is the Trading Partner Identification Number (TPIN). Receipt of the TPIN indicates a successful registration and is explained at the end of these instructions.

Proceed to the General Information Section.

This section is required: CCR GENERAL INFORMATION SECTION Directions

DUNS: **Enter your DUNS Number** - *Only type numbers; do not include dashes*
CAGE/NCAGE Code:
   ▪ U.S. Registrants - leave blank - *a CAGE code will be assigned to you*
   ▪ Foreign Registrants - you must **enter an NCAGE code** - *see instructions above*
Legal Business Name: **Enter your name** (Enter as last name, first name, middle initial)
SSN: **Enter your social security number** - *Only type numbers; do not include dashes*
         Note: TIN/EIN field is indicated as a required field. SSN, however, is the only
         information that is needed for sole proprietorship.
Physical Street Address: **Enter your complete office address,** which must match your DUNS
         address. **At this point, you can click on Create a POC (Point of Contact) template.** Use
         the Paste POC Template to copy this information to the other required fields. No alternate
         points of contact are required even though some of the fields are named as such.
         Pasting the POC Template is the most efficient method.
Mailing Name: **Enter your name** (Enter as first name, middle initial, last name; must match
         DUNS.)
Mailing Address: **click Paste POC Template or Enter information**
Business Start Date: **Enter the date you are registering**
Number of Employees: **Enter 1**
Fiscal Year End Date: **Enter 12/31**
Annual Revenue: **Enter $1.00**
Company Security Level: **Leave default as Not Applicable**
Highest Employee Security Level: **Leave default as Not Applicable**
Click on VALIDATE/SAVE DATA to move to the next section
Proceed to the Corporate Information section directions.

This section is required: CCR CORPORATE INFORMATION Directions

Type of Relationship with U.S. Federal Government: **Select Both (Contracts & Grants)**
Type of Organization: **Select Sole Proprietorship**
Sole Proprietorship Point of Contact: **click Paste POC Template or Enter information**
Skip several questions and Click on VALIDATE/SAVE DATA to move to the next section

This section is required: <u>CCR GOODS / SERVICES Directions</u>

North American Industry Classification System (NAICS) Code**: Enter 541690**
Standard Industrial Classification (SIC) Code: **Enter 8999**
Click on VALIDATE/SAVE DATA to move to the next section
Proceed to the Financial Information section directions.

This section is required: <u>CCR FINANCIAL INFORMATION</u> - Must be a U.S. Bank

▪ Foreign Registrants without U.S. Bank - Complete Remittance Information Section Only

Electronic Funds Transfer (EFT): **Enter your U.S. bank name; bank routing number (the nine-digit number in bottom left corner of check before your account number; DO NOT take the routing number from your deposit slip); bank account number, and bank account type**
ACH US Phone Number: **Enter telephone number of your bank** (main number will work)
Remittance Information: **click Paste POC Template or Enter information**
    ▪ Foreign Registrants without a U.S. bank account: **Enter the address to mail the check**
Accounts Receivable Point of Contact: **click Paste POC Template or Enter information**
Does the Company accept Credit Cards as a method of Payment: **Select No**
Click on VALIDATE/SAVE DATA to move to the next section
Proceed to the Points of Contact section directions.

This section is required: <u>CCR: POINTS OF CONTACT Directions</u>

CCR POC (Registrant Name) Primary: **click Paste POC Template** *or* **Enter information**
CCR POC Alternate: **click Paste POC Template** *or* **Enter information**
Government Business POC – Primary: **click Paste POC Template** *or* **Enter information**
Government Business POC – Alternate: **click Paste POC Template** *or* **Enter information**
Electronic Business POC – Primary: **click Paste POC Template** *or* **Enter information**
Electronic Business POC – Alternate: **click Paste POC Template** *or* **Enter information**
Marketing Personal Identification Number (MPIN): **Create and enter a nine-character/number access code that contains at least one alpha character, one number, and no spaces or special characters**
Click on VALIDATE/SAVE DATA to move to the next section
Proceed to the EDI section directions.

<u>CCR EDI INFORMATION Directions</u>

It is not necessary to complete this screen.
Click on VALIDATE/SAVE DATA at the end of this section.

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Congratulations! You have now completed the major part of the registration process. As stated in the CCR homepage, here is what will happen next:

If your registration was submitted successfully you will receive a letter via either U.S. Postal Service or e-mail. This letter is to welcome you to CCR and will include a copy of your registration. Please make sure you review the registration for accuracy. You also will receive guidance to obtain your **Trading Partner Identification Number (TPIN) that may involve your CCR confirmation number for verification; please retain this number until you receive your TPIN.** The TPIN is a confidential password provided to you upon activation in CCR. The TPIN, when used in conjunction with your DUNS number, gives you access to your entire registration, including your EFT information. The TPIN is mailed via the U.S. Postal Service or access to the TPIN is provided via e-mail notification to the person listed as the "CCR Point of Contact" under the "Points of Contact" tab. You need this TPIN in order to update and/or renew your registration so watch for this letter/e-mail. If you do not receive your TPIN or have lost it, please contact the CCR Assistance Center at 888-227-2423 (within the U.S) or 269-961-5757 (internationally).

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The NIH thanks you for your willingness to participate as peer reviewers and we appreciate your time in assisting us in the transition to the new reviewer reimbursement process by completing your CCR registration.

Security and Privacy Issues Registration with CCR

CCR SECURITY INFORMATION

The CCR database is a federal government system based in the Department of the Treasury. It is a secure database that does not disclose sensitive information to the public. To register, sensitive information is requested such as social security number and banking information. Only the registrant has access to their full registration information. To access their own information, a reviewer needs to enter their DUNS number and TPIN (Trading Partner Identification Number). The TPIN is issued by the CCR to the reviewer only. It is important that the reviewer remember which email they use to register, as this will be the email CCR uses to communicate with the reviewer.

The TPIN is a confidential password that the reviewer should not disclose to anyone under any circumstances. The reviewer should safeguard this number just as they would any sensitive password. The CCR will NEVER request the TPIN. If the reviewer loses or forgets their TPIN, they can submit a TPIN letter request at https://www.bpn.gov/CCR/scripts/indextpin.asp. If the reviewer thinks their TPIN has been compromised, they should call the CCR helpdesk at: 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally).

CCR PRIVACY INFORMATION

Anyone can access the CCR website to search for a person in the CCR database and the results provide the person's DUNS number and contact information. The other displayed categories of information include items related to a business that are not entered by our reviewers. Private information, such as social security number or any type of banking information is NOT publicly available. The CCR website FAQ, http://www.ccr.gov/FAQ.asp#q21, advises users to provide a generic email address and a phone number other than their personal cell phone in the CCR registration point of contact field. This way, their personal email address and cell phone number will not be exposed for spamming.

Registration with CCR has resulted in NIH reviewers being listed as a "Small Business" and a Small Business profile being generated that is available to the public. In order to minimize the receipt of unsolicited communications, we suggest that you remove your "SBA Profile" from public display by completing the following steps:
Log onto **www.ccr.gov** and Click on **Update or Renew Registrations Using TPIN** (left side)
Type in your DUNS number (no dashes or spaces) and TPIN and **click Submit**
You should now be logged into your record: Click on **Validate/Save Data** button
Click on **Register or Update Your SBA Profile** button (SBA button on the right)
        This takes you out of CCR and into your SBA Profile
Scroll and click Next (Takes you to "Mandatory Data" Page)
Enter keywords ("NIH Grant Review" works) and create a password. Hit **Save/Next**
Scroll and click Next again to take you to "Other Web Presence" page
Click No to wanting to be displayed in the SBA database. Click **Save** at the bottom of the page to update the change.

This will take 72 hours to be effective. You may check that you are removed by looking for your name in the SBA Database. Log onto **www.ccr.gov** and click on "Dynamic Small Business Search" on the left side. Search by your DUNS number; if your name appears, you are still listed on the SBA database.

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CCR SECURITY ALERT

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As of the date of this memorandum, the CCR website has the current security alert, which can be accessed at http://www.ccr.gov/securitynote.asp. To re-emphasize, your TPIN should be kept confidential. CCR personnel will NEVER ask you for your TPIN. Please contact the CCR Help Desk immediately to obtain a new TPIN if you feel that your TPIN has been compromised, 888-227-2423 (within the U.S.) or 269-961-5757 (Internationally).

DUNS PRIVACY/SECURITY INFORMATION

As a first step in registering, a reviewer must obtain a DUNS number. The DUNS site does NOT request private information, such as a social security number or banking information for a reviewer to obtain their DUNS number. The reviewer will be asked for contact information, specifically, Name and Telephone Number; all other entries are generic. The contact information is expected to be the reviewer's work information, not home, which generally is available on their institution's website or their own webpage and thus is not considered private. Here is the DUNS privacy policy: http://www.dnb.com/US/home/privacy_policy/index.html. The DUNS number is required to register with the CCR, but the DUNS system is a completely separate system from CCR. As a result of registering for a DUNS number, the reviewer's contact information may be included on postal and e-mail marketing lists associated with Dun and Bradstreet (D&B). They can be removed from this list, but need to make a specific removal request:

Case 1. If a reviewer already has their DUNS number. To be removed from D&B mailing lists, the reviewer should call Customer Service at 1-800-234-3867 full instructions are listed below.

Case 2. If the reviewer does not yet have a DUNS number. If the reviewer registers via the website, once they receive their number, they can opt out of the mailing list by calling Dun and Bradstreet as instructed below. If the reviewer registers via telephone, at the end of the call, they can request to be de-listed from the marketing list.

Instructions to have your information removed from Dun & Bradstreet's marketing list:
- Make sure you have your nine-digit DUNS number when you call D&B Customer Service at 1-800-234-3867.
- Select "5" from the menu options.
- When the Customer Service Representative answers, tell them that you would like to be de-listed from D&B marketing list.
- Answer the questions the Customer Service Representative will ask to verify your identity, including your name, telephone number; give the name used when you registered for a DUNS number (should be your legal name).